

DC NETWORKS REGISTRATION INSTRUCTIONS



How to Register in DCNetworks

- ☑ Click on the Internet Explorer icon to access the Internet.
- ☑ Type **www.dcnetworks.org** in the address bar and select Enter on your keyboard.
- ☑ Click on the **Not Registered?** link.
- ☑ Under Option 3 – Create a User Account, click on the **Individual** link to register as an individual user.
- ☑ Create a **Unique User ID**
 - ➔ (3 – 20 characters using letters and/or numbers)
- ☑ Create a **Unique Password**
 - ➔ (8 -16 characters, and must include at least one uppercase letter, one lowercase letter, one number, and one special character)
 - ➔ Allowable special characters are (!), (@), (#), (\$), (%), (^), (*), (.), (_)
- ☑ Complete all required fields that are marked with a **red asterisk *** and select **Next**.
- ☑ **Click Save once all mandatory fields are complete.**